Michigan Office of the Great Lakes

Coastal Zone Management Program FY 2015 Grants Administration Webinar November 19, 2014



Department of

Environmental Quality

PURE ICHIGAN



Housekeeping

- All lines will be muted
- Questions can be sent to us via the question/chat box
- We will record webinar and post online
- (pic of Jim O.)



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Webinar Overview and Purpose

- Coastal Zone Management Program
- Grant Contract Provisions
- State Boilerplate
- Appendix A

The purpose of this webinar is to provide guidance on successful completion of your CZM grant. If we're not able to answer your question today, please contact your state contact listed on the signature page of your grant contract.

Coastal Zone Management Program

- The Coastal Zone Management (CZM) Program, which is housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation.
- CZM Program grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce, pursuant to the CZM Act of 1972.
- As a recipient of a CZM grant, the grantee is responsible to comply with the state and federal standard terms and conditions of the grant contract.

Grant Contract Provisions

The grant contract serves as a legally binding document between the grantee and the Department of Environmental Quality (DEQ) and includes tasks and outcomes to be implemented.

- Signature page
- State boilerplate
- Appendix A

A. CONTRACT PERIOD and CHANGES (Section II and III.)

- Contract period is October 1, 2014 through December 30, 2015
- Any change to an item in the Signature Page, Project Tasks and Schedule, or Project Budget requires a change request.
- One exception is a change to a budget line item less than 10% of the line item total.

Change requests need to:

- Submitted by grantee contact or signatory
- Include a justification
- Contain sufficient information

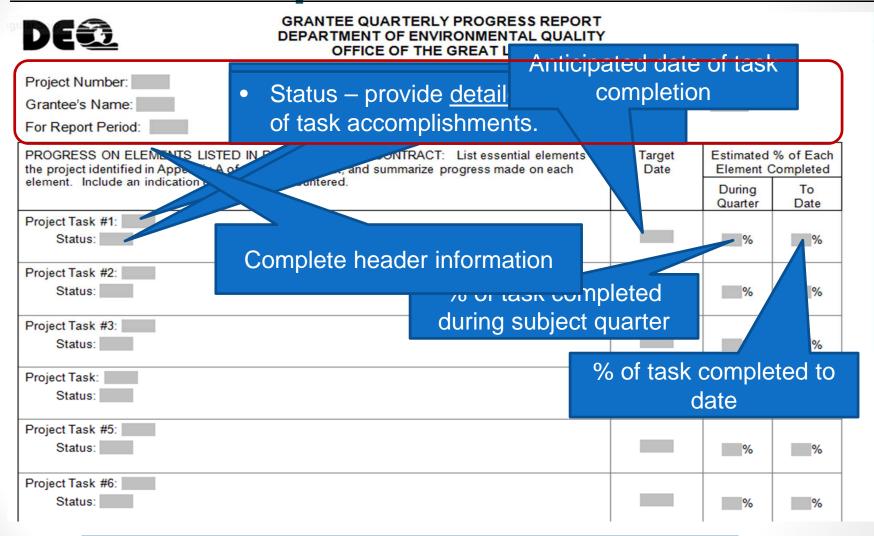
A requested change does not take effect until the State approves it.

Deadline for extension requests is 45 days prior to the project end date

B. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

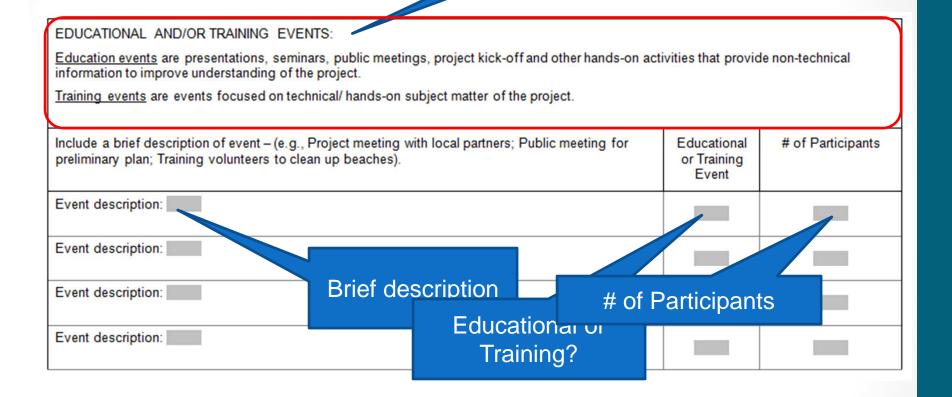
Quarterly Reports:

- Complete packet contains: Progress report, financial report, expense documentation, and if grant expenses were incurred, a request for reimbursement
- Forms available at: www.michigan.gov/coastalmanagement
- Due Dates:
 - January 31, 2015
 - April 30, 2015
 - July 31, 2015
 - October 5, 2015* (Expedited submittal required)
 - January 31, 2016
- Submit as complete package through grantee point of contact
- Email or hardcopy submission acceptable



Include additional documents, materials, plans, photos, etc. that provide insight on project status.

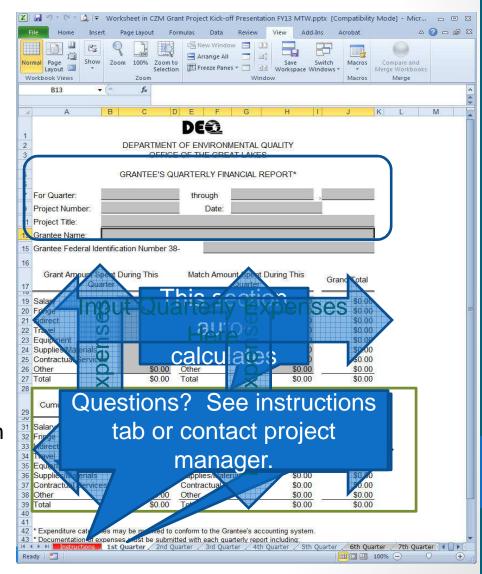
Definitions



B. GRANTEE REPORTING REQUIREMENTS

Completing the Quarterly Financial Report:

- Download and save locally www.mi.gov/coastalmanagement
- Use tabs at bottom select appropriate quarter
- 3. Complete header information
- 4. Input project expenses for subject quarter.
- 5. Save completed form for use in subsequent quarters.
- 6. Submit hardcopy or digital files with expense documentation.
- Next quarter open saved form, click next quarter tab, repeat.



C. GRANTEE RESPONSIBILITIES (Section V.)

Permits:

- Local
- State
- Federal

Project Deliverables:

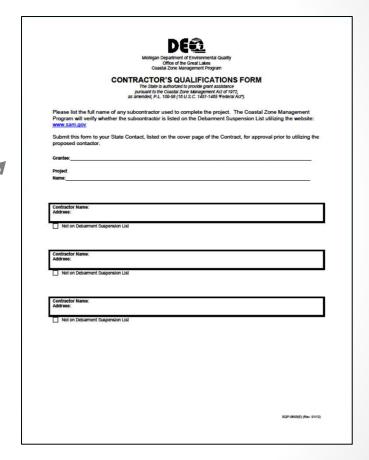
- Quality
- Technical accuracy
- Timely Completion

Note: The grantee has the sole responsibility for the technical adequacy of the work. The grantee shall correct or revise any errors, omissions or other deficiencies without additional compensation.

D. SUBCONTRACTS (Section VIII.)

Grantee responsibilities:

- Sole contact with all subcontractors
- Payments, deliverables, activities
- Subcontractors are subject to same provisions in grant contract as grantee
- Contractor Qualification form must be completed for each subcontractor
- Project tasks cannot start until CZM
 Program verifies subcontractor is not
 on the excluded parties list by searching
 the System for Award Management website
- Refer to Section XIV. In the state boilerplate for detailed debarment and suspension provisions



E. AUDIT AND ACCESS TO RECORDS (Section XV.)

Grantee responsibilities:

- Maintain all records for grant and matching funds
- State may access records upon notice
- Grantee must provide access and facilities for review
- Records must be maintained for 5 years after final reimbursement

F. COMPENSATION PROVISIONS (Section XVIII.)

Expenses:

- Within the grant period (October 1, 2014 through December 30, 2015)
- Shall not exceed the grant amount listed on signature page
- Committed to match amount on signature page
- Reimbursement upon sufficient documentation (may request additional information)
- 25% of the grant amount will be withheld until the project is completed

G. QUALITY ASSURANCE/QUALITY CONTROL

- A project-specific Quality Assurance Project Plan (QAPP) may be required for any project that includes the creation of environmental data.
- Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology.
- QAPP must be approved by CZM Program <u>prior</u> to the collection of any environmental data.
- Contact your State Contact for details.

A. PROJECT TASKS AND SCHEDULE (Section II.)

- Based on information contained in the grant application
- Identifies what draft and final deliverables must be submitted
- May include requirements to collect and report specific items of information
- All final project deliverables must be completed by the end of the project period
- Contract may be terminated if no project activity occurred in the first quarter

B. GRANT ACKNOWLEDGEMENT (Section IV. (A))

All project deliverables must acknowledge financial assistance of the CZM Program,
 DEQ, OGL, and the NOAA. The grant acknowledgement will include the DEQ, OGL, and the NOAA logos and financial assistance language.







Financial Assistance for this project was provided, in part, by the Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

- For reports and videos, a view disclaimer is required in addition to the logos and financial assistance language.
- For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the logos are not required; however, the funding source will be listed.

TIP: We encourage you to have the state contact review the grant acknowledgement to ensure accuracy prior to finalization.

C. Geospatial Data

NOAA Data Sharing Requirements:

- Purpose:
 - Ensure newly-created GIS data is visible, accessible, and independently understandable
 - Data free of charge or minimal cost
 - Available in a timely manner

Prior to Data Collection:

Submit completed NOAA Data Sharing Plan

After Data Collection:

- Create Federal Geographic Data Commission (FGDC)-compliant metadata.
- Publish the data online providing free public access.
- Provide two copies of GIS datasets and metadata (separate CD, DVD, or USB drive) as a project deliverable.

	NOSS D		
	NOAA DATA SHA	RING PLAN	
This information is required pursuant to the in P.L. 109-58 (16 U.S.C. 1451-1465, "Federal /		anagement Act of 1972, as ame	nded,
Note: This form must be completed by all en			
create new geospatial datasets. A separate f Submission of this form authorizes the Coasta National States Geographic Information Coun	al Zone Management Program to pos	t the information provided in the	form of a metadata record to the
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D. SPECIAL PROVISIONS FOR CONSTRUCTION PROJECTS (Section IV.)

Grants that involve construction are subject to the following provisions:

Property Use:

- Maintain the property and/or elements for a minimum of 20 years from the end date of the grant contract.
- If the property and/or elements constructed under the grant are leased or sold out of public ownership or are used for purposes other than public use, the grantee must reimburse the CZM Program for the share of the federal funds received for the grant.

Local, State, and Federal Permits:

Secure all local, state, and federal permits needed and submit copies to the state contact prior to construction. This requirement may include any one or more of the permits listed on page 9 of the grant manual.

D. SPECIAL PROVISIONS FOR CONSTRUCTION PROJECTS - continued

Project Sign:

A sign will be installed during construction and permanently installed at the project site indicating that the grant is being funded under the CZM Program, DEQ and NOAA. An alternative is including the grant acknowledgement language and logos as part of other site signage.



Final Quarter Report:

- Refer to your Section IV., Final Quarter Report Requirements, in Appendix A for a list of what is required to close out your grant
- In addition, include one hard copy and one digital copy on a CD/DVD of a minimum of ten color photographs
- Include one photograph of the CZM Program project sign installed at the project site or other signage with CZM Program grant acknowledgement.

E. COMPENSATION (Section IV.)

Reimbursements will be made quarterly on a costs-incurred only basis. The following is required when requesting reimbursement:

- A cover letter specifying the dollar amount
- Corresponding progress and financial reports for that quarter
- Supporting documentation for grant and match expenses (e.g. invoices, receipts or other supporting documentation) for that quarter

TIP: When sending electronically, we encourage you to consolidate supporting documentation into one portable document format (pdf.) file.

F. FINAL QUARTER REPORT REQUIREMENTS:

Grantee shall submit to the State the Final Quarter Report no later than **30** days past the end date of the Contract.

ONE copy of a final narrative that will capture and showcase the essence of the project.
 Please refer to Appendix C of the Grants Administration Manual for a sample outline which includes several questions to assist the Grantee in telling the story.

TIP: Grantees may use the Final Narrative form which is currently under development.

E. COMPENSATION

SUPPORTING DOCUMENTATION

General provisions include:

- Document only expenses paid for within the corresponding quarterly period
- Organize in the same order as the expense categories listed in the detailed project budget
- Same format/content for grant and match expenses

A. Salary

Salary includes the wages of the grantee only; it does not include wages of partnering organizations or outside volunteers.

B. Fringe

Fringe benefits include allowances and services provided by the grantee to their employees as compensation in addition to regular salaries and wages (e.g. cost of leave, employee insurance, pensions, and unemployment benefit plans).

Name	Hrs		Salary Total	Fringe \$/hr.	Fringe Total	TOTAL	Project Task
Rick Stratford	20	\$15.40	\$308.00	\$10.00	\$200	\$508.00	Site design

E. COMPENSATION – (continued)

C. Indirect

Indirect costs are the grantee's cost of continuing operation.

- Indirect costs are reimbursed up to a maximum of 20% of salary and fringe only
- Supporting documentation is not required for indirect

D. Travel

Travel costs include transportation, lodging, subsistence, and related items incurred by the grantee.

- Consistent with your organization's written travel policy for non-federally supported activities
- if no policy exists, the rates and amounts established for mileage, per diem, and lodging published by the General Services Administration website will be applied
- Provide copy of receipt(s) for lodging, meals and other
- For mileage, a record showing the date, start/end point, number of miles, rate applied, total cost

Date	Start/End Pt.	# of miles	_	Mileage Total	Lodging		Other Expenses	TOTAL
4/3/13	Lansing to Muskegon	198	\$0.33/mi	\$65.34	\$115.00	\$7.25	None	\$180.34

E. COMPENSATION – (continued)

E. Equipment

Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

- Reimbursement will only be provided for equipment incorporated and preapproved within the grant contract
- Provide copy of receipt(s)

F. Supplies/Materials

Supplies and materials include all tangible items of personal property, other than equipment, that are necessary to complete the project.

Provide copy of receipt(s)

List Item	Quantity	Cost per Unit	OR Lump Sum Cost	TOTAL
Plastic gloves	200	\$0.50	N/A	\$100.00

E. COMPENSATION – (continued)

G. Contractual Services

Includes all services provided by entities other than the grantee, and may be comprised of contractual or non-contractual agreements for services with a consultant, contractor, partner, or in-kind volunteer match

- Supporting documentation for all, except in-kind volunteer services, includes information (e.g., invoice) which includes date, individual's name and/or vendor/company, project task, and total expenses incurred for service.
- Supporting documentation for in-kind volunteer services includes date, individual(s) name, agency, volunteer's role (participant, leader, presenter), hours, rate of pay, basis for volunteer's rate of pay, and total

For unskilled laborers - (e.g., Boy Scouts/Girl Scouts, volunteers, etc.) The acceptable rate is the prevailing minimum wage available at www.michigan.gov/wagehour

E. COMPENSATION – (continued)

For professionals not working in a professional capacity - An appropriate rate of pay is based on the Independent Sectors annual evaluation of volunteer time, available at www.independentsector.org/volunteer_time

Professionals working in their normal professional capacity - Their normal rate of pay may count as match.

Name	Agency	Role	Hours	Hourly Rate	Basis for rate of pay	Total
Mark Rooney	Friends of the Detroit River	Presenter	2	\$25.00	Professional Rate	\$50.00

- Refer to General Services Administration website (found under <u>D. Travel</u> in your manual) for allowable mileage costs for in-kind volunteer services
- Fringe benefits or indirect charges may not be claimed by in-kind volunteers.

E. COMPENSATION – (continued)

H. Other

Includes costs of preparing and printing a publication; costs of advertising invitations to bid in newspapers; expenses incurred for hosting workshops, meetings, conferences or training sessions including facility rental, food, and refreshments for participants; and equipment rental fees

Provide copy of receipt(s) for item(s)

List Item	Quantity	Cost per Unit	OR Lump Sum Cost	TOTAL
Plastic gloves	200	\$0.50	N/A	\$100.00

Thank You

Questions? Contact the Coastal Zone Management Program!

www.michigan.gov/coastalmanagement



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CZM Program Email List



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DEQ Environmental Calendar Press Releases

Air Quality Division

AQ News and Info Michigan Air Emissions Reporting System (MAERS)

Environmental Assistance

Environmental Assistance Bulletin Environmental Leaders Network Green Chemistry Michigan Manufacturing News Pollution Prevention Training and Outreach

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RRD News and Info

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Water WoRDs





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